

Business Administration Department

BOOKKEEPER

Recommended Sequence of Courses

Program of Study: Bookkeeper

revised 8/5/11

Department: Business Administration

Coordinator: Breck Withers 778-3961 bwithers@santarosa.edu

Effective: Fall 2011

Course Number	Course Title	Units
First Semester		
BGN 71	Business English	3.0
BOT 56A	Workforce Issues for Business Professionals	3.0
BOT 56B*	Career Planning for Business Professionals	1.0
Computer Studies courses	Complete 3 units from restricted electives:	3.0
	CS 60.11A, CS 61.11A, CS 63.11A, CS 65.11	
First Semester Unit Total:		10.0
Second Semester		
BGN 81	Practical Business Math Skills	3.0
BGN 204	Electronic Calculator	0.5
BBK 50	Computerized Bookkeeping I	3.0
BBK 53.1	QuickBooks Level 1	1.5
BOT 172	Basic Filing	.5
Second Semester Unit Total:		8.5
Third Semester		
BBK 51	Computerized Bookkeeping II (spring online only)	3.0
BOT 59.1*	Applied Office Technology Skills (fall day only)	4.0
Complete a combination totaling at least 4.0 units from the following: BOT 59.2 (fall day only) or BOT 59.2A and BOT 59.2B		4.0
Third Semester Unit Total:		11.0
Fourth Semester		
BAD 1	Financial Accounting	4.0
BGN 102	Typing Skill Building	1.5
BOT 59.3*	Marketing Your Skills (spring day only)	3.0
BOT 99.2I*	Internship	2.0
Fourth Semester Unit Total:		10.5

Minimum units to meet program requirements: 40.0

Notes:

Above recommendations are assuming student begins in a fall semester.

Some adjustments needed for courses taught fall only or spring only.

BOT 99.2I must be taken for a minimum of 2.0 units. See a counselor or certificate coordinator for assistance.

** Course has corequisite or prerequisite. Refer to SRJC Catalog .*